



Cascades Steps Increase Formula Benefits



- This step sheet will help you increase formula for a participant when benefits for the current month have been issued and:
 - Greater than 7 days since First Date to Spend
 - Or**
 - Some benefits have been redeemed.
- If an infant needs more formula and it < 7 days since first date to spend and no benefits redeemed you can use [Cascades Steps - Void and Reissue Benefits](#).
- Normally you only increase formula when working with partially BF infant.
- For policy see [Chapter 23 WIC Foods and Ch. 24 Medical Documentation](#)

Steps	Cascades Screen
<p>1. Breastfeeding Review: Staff must complete a BF review to assess:</p> <ul style="list-style-type: none"> • Does infant need formula? • How much formula is needed? <p>Please follow BF review process and stop here if no formula needed.</p>	<p>Note:</p> <ul style="list-style-type: none"> • Can only increase formula 2 times in a month for a breastfed infant. • See policy Chapter 15 for Breastfeeding review process.

<p>2. Select Infant Icon:</p> <ul style="list-style-type: none"> In family carousel, select infant's name. <p>Important! Always prescribe the infant's food package before the BF participant to prevent system errors.</p>	
<p>3. : Update Infant Health Information</p> <ul style="list-style-type: none"> Step A: In Quick Links, select Health Information. Step B: Under Breastfeeding Information, complete all BF and formula questions. <p>Note: BF Peer Counselors (BFPC) will document the same information in the BF Peer Counseling Care Plan section. Those responses will appear in Health Information. The CPA will verify information is correct.</p>	

<ul style="list-style-type: none"> • Step C: Select Save. 	
<p>4. Select BF Participant:</p> <ul style="list-style-type: none"> • In family carousel, select BF participant's name. 	
<p>5. Verify BF Participant Health Information:</p> <ul style="list-style-type: none"> • In Quick Links, select Health Information. • Review BF information. <p>You should see the same information you just entered into the infant's Health Information screen.</p> <ul style="list-style-type: none"> • If correct, select Save. 	

6. Create New Infant Prescription:

- In family carousel, select **infant's name**.
- In Quick Links, select **Prescribe Food**.
- Click plus (+) sign to create a new prescription.
- Select the desired formula.
- **DO NOT** make any other changes to the formula in the **Food Prescription Items** container.
- **Save** the new food prescription.

DUCK Family
Family ID: F00100000252
1234 FIRST ST
OLYMPIA, WA 98513

DAISY PEONY PETUNIA

Issue Benefits
Prescribe Food
Issue Food Instruments
Food Instrument List

Food Prescription
7/15/2019 9/22/2019 11
1 to 3 Months 4 to 5 Months 6 to 7 Months

Food Prescription Date WIC Category Age Category Breastfeeding Status Family Issuance Day Issuance Frequency
7/15/2019 Infant 1 to 3 Months Partially Breastfed <= half pkg 10 1 Month(s)

Category	Subcategory	Quantity	Max
Infant Formula (IF)	Simlac Advance Powder 12.4 oz	0	
	Simlac Advance Concentrate 13 oz		
	Simlac Advance Powder 12.4 oz		
	Simlac Advance RTF 32 oz		
	Simlac Sensitive Powder 12 or 12.5 oz		
	Simlac Sensitive RTF 32 oz		
	Simlac Soy Isomil Concentrate 13 oz		
	Simlac Soy Isomil Powder 12.4 oz		
	Simlac Soy Isomil RTF 32 oz		
	Simlac Total Comfort Powder 12 or 12.6 oz		

Month	Quantity	Max	UOM
Jan	450	450	
Jul	450	450	
Aug	450	5	
Total	450 / 90	15	

Save Cancel

7. Increase Formula:

- In Quick Links, select **Exchange/Increase Formula**.

Issue Benefits
Prescribe Food
Issue Food Instruments
Food Instrument List
Replace Current Benefits
Exchange/Increase Formula



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8. In the **Exchange/Increase Formula** screen:

In the **Select the Formula Being Returned** section:

- Select **Food Category** (in our example: *Infant Formula*).
- Select **Food Subcategory** (in our example: *Similac Advance, powder*).
- Leave blank: **Quantity in Hand** and **Quantity from EBT** blank.

In the **Select the Replacement Formula** section:

- Select **Food Category** (in our example: *Infant Formula*).
- Select **Food Subcategory** (in our example: *Similac Advance, powder*).
- Select **Save**.

▼ Exchange or Increase Formula

- Select the Formula Being Returned -

Food Category	Food Subcategory	Quantity in Hand	Quantity from EBT Account
Infant Formula (IF)	Similac Advance, powder	Cans	Cans

- Select the Replacement Formula -

Food Category	Food Subcategory	Total Replaced Cans
Infant Formula (IF)	Similac Advance, powder	2

Cans Originally Issued: 0 Total Returned Cans: 0

RFO Newly Prescribed: 150.00 Cans Newly Prescribed: 2 Cans After Proration: 0

Total Cans: 2

Total RFO: 180.00

Cascades will calculate how many additional cans are needed based on the formula intake reported on the **Health Information** screen.

Formula Wizard **Save**



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9. Confirm Formula Increased:

The system will redirect you to the **Food Instrument List** screen.

- **Status Message** will confirm benefits issued successfully.
- **Print Shopping List:**
 - **Review and confirm** that family benefits now include new formula (Similac Advance).
If correct on shopping list, you know the benefits were successfully issued to the EBT account.

Family Food Instruments						
<input type="checkbox"/>	Serial #	First Date to Spend	Last Date to Spend	Status	Issue Date	Print Date

Status Message ✕

i Food Instrument was issued successfully.

[Print Shopping List](#) [Void Selected](#) [Replace](#) [Cancel](#)

7/15/2019 thru 8/9/2019	3905	3	Can	Similac Advance, powder
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